Associate Financial Advisor

Brown|Miller Wealth Management
8280 Greensboro Dr., Suite 220 | McLean, VA 22102

POSITION OVERVIEW

Brown|Miller Wealth Management, a fee-only, independent, privately-owned Registered Investment Advisory firm based in the Washington, DC area, is seeking an experienced Associate Financial Advisor (AFA) to join their rapidly growing boutique wealth management team.

At Brown|Miller Wealth Management, our mission is to be an industry-leading wealth management firm providing clients with exceptional advice and service. A values-based organization, we strive at all levels to meet our values of Excellence, Respect, Ownership, Integrity, and Teamwork. Our team works collaboratively to deliver excellence in every aspect of the client experience. We work to be recognized as a client-centric fiduciary providing objective and independent advice, service, and solutions always in the best interest of our clients.

Brown|Miller Wealth Management is committed to supporting the continued professional growth of our team members. Group meetings, individual coaching and education opportunities are designed to help team members grow towards their full potential. We welcome highly motivated candidates with a desire to deliver successfully, learn new skills, assume additional responsibilities, and advance their career.

We invite you to visit us at https://brownmillerwm.com/. If this position aligns with your experience and personal objectives, please **apply here**. We look forward to discussing the many advantages that joining our expanding team has to offer.

Associate Financial Advisor Responsibilities:

The AFA role is an entry-level financial advising position that provides exposure and practical experience to all aspects of client service, planning, and advisory. This is an apprenticeship to become a Financial Advisor.

Throughout the tenure of employment, the AFA must be willing to learn and strive to continuously improve personally and professionally. You must display sincere interest, respect, and desire to identify clients' needs and help improve their financial lives. As a team player and part of a growing firm, the AFA must show respect, a willingness to collaborate with a team. Finally, they must uphold compliance, ethics, and the firm's integrity always.

Client service responsibilities of Associate FA include but are not limited to:

- Consistently delivers superior and proactive client service. Actively responds to incoming emails, phone calls, and requests from clients. Creates and follows own action plans/tasks based on client needs and requests.
- Focuses on complex and multi-step client account updates and asset movements, including new household relationships, trust management, account transfers, and deceased processing.
- Prepares, sends, and processes account documents.
- Enters securities trades and processes order corrections.
- Assists with active communication with clients and reaches out to correct any items needed. Keeps clients aware of any longer-term project status.
- Special projects as needed.

Financial Adviser support responsibilities of Associate FA include but are not limited to:

- Function as primary back-up to Financial Advisors; assist with trading and strategizing to best accomplish various objectives; serve as direct support to Financial Advisors and Partners by providing advice and ongoing analysis.
- Create financial plans and complete wealth management analysis.
- Correctly document all client and prospective client conversations and business actions into the dashboard system; create and maintain client files; prepare and send follow-up client letters.

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- Maintain up-to-date client data in the contact management system and contact database for purposes of reporting, scheduling, fee tracking and marketing purposes.
- Monitor financial strategies and investments and complete appropriate implementation in a timely manner.
- Assists with updates, maintenance, and tracking of proprietary asset allocation models and strategies.
- Oversee and provide support to pre-client-meeting preparation and post-client-meeting processing work.
- Sit “second chair” in client meetings: take, assemble, and transcribe notes related to action items, tasks and decisions made during appointments; monitor and follow up with all pending action items.
- Mentor with Partner’s to gain business development knowledge and firsthand experience for personal and professional growth.

Required Qualifications:

- Series 65 required
- Bachelor’s degree in finance or another related field
- 2+ Years in support or client relations position; Financial Services industry experience and/or sales experience is preferred.
- A passion for financial planning & growing. We are seeking initiative-taking candidates with a fervent desire to deliver successfully, learn new skills, assume additional responsibilities, and advance their career.

Benefit offerings:

- Competitive base salary with short- and long-term incentive compensation potential
- 401k: 4% match with additional discretionary profit sharing
- Comprehensive medical and dental insurance
- Long-term disability insurance
- Work from home/telework is offered as needed, on a case-by-case basis.
- Paid Time Off and Paid Holidays following the NYSE observed holidays schedule.

More About Brown|Miller Wealth Management

The Brown|Miller Wealth Management team has been providing financial advisory services to clients for over 32 years. We specialize in working with high net-worth individuals, businesses, endowments, and foundations to help them simplify their complex financial needs. Our highly regarded wealth management team built their clientele during their time working for A.G. Edwards and Sons, Wachovia Securities, and Wells Fargo Advisors before launching our independently owned firm, Brown|Miller Wealth Management, LLC.